

Response to Employee Exhibiting Symptoms or Diagnosis of COVID-19

Color Key
ORANGE = Employee Obligations
GREEN = Employer Obligations
BLUE = Facilities Response

Employee exhibits symptoms or reports COVID-19 diagnosis

EMPLOYEE:

- Complete COVID-19 test and notify HR of the results
- Contact HR for appropriate leave forms and documentation
- Monitor health and report status to HR
- Follow return to work criteria provided by HR

DISTRICT:

- Isolate Employee
- Require Self-Isolation/quarantine
- Inform Superintendent, HR and other appropriate leaders of the situation
- Require employee to provide health status updates
- Communicate designation and availability of FFCRA or accrued leave
- Maintain employee confidentiality
- Identify individuals exposed if applicable and provide letter of exposure to those identified.
- Apply return to work criteria

COVID 19 SYMPTOMS

- Fever >100.4
- Coughing, shortness of breath or difficulty breathing
- Congestion or runny nose
- Chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms (nausea, vomiting, diarrhea)

MAINTENANCE/CUSTODIAL DEPT:

- Close off areas used by employee
- Implement disinfecting protocol